ALUMNI SMALL GRANT PROGRAM APPLICATION

A. APPLICATION IDENTIFICATION

1. **USG Alumni full name (project leader);** _____

2. **Name of USG sponsored program** and year in which applicant participated_____

3. **Contact Information (project leader)**

   Permanent Home/Mailing Address

   Home/work phone: _____   Cell Phone: _____

   Email: _____

4. **Full names and name of USG sponsored programs of project members:** _____

5. **Are you a member of AAA?** _____

6. **Partner (s)** (NGO/Association) for this grant project if applicable____

7. **Do you or any of your collaborators plan on applying for any other alumni grant program in order to fund this proposed project?** Please indicate the grants you are applying for and amount:

8. **Project Title:** *(Please limit to 120 characters)*
   _____

9. **Project Dates:** *(must be within the project window of September 2013- March 2014)*

   _____

Applications are free of charge and may be duplicated.
Application Deadline: August 5, at 5PM
(The deadline cannot be extended)

B. PROJECT DETAILS

10. Project summary *(maximum 150 words)*
(Please provide a one paragraph description of your proposed project.

11. Project justification *(maximum 250 words)*
(Please provide brief analysis of the problem)

12. Project goals and objectives *(maximum 250 words)*
(Please describe the objectives of your project and how they correspond to the Alumni Small Grant Program goal, see in RFA.)

13. Project beneficiaries *(maximum 250 words)*
(Please provide information about the demographics of the direct and indirect beneficiaries of your project (who, how many, and where are they located)

14. Project Description *(maximum 500 words)*
(Please describe how you plan to achieve your goals).

15. Timetable
(Please provide project timetable following the suggested format or using Gantt chart)

16. Expected results/outcomes and project's sustainability *(maximum 500 words)*
(Please describe results you expect to achieve at the project end and mechanisms for their evaluation).

17. Assessment/Evaluation Plan (*maximum 250 words)*
(Please describe mechanisms for project evaluation/reporting)

Applications are free of charge and may be duplicated.
Application Deadline: August 5, at 5PM
(The deadline cannot be extended)

C. BUDGET

(Below is a sample budget template. You may use this template or create your own. Please read the guidelines/instructions below carefully and make sure that your calculations and total amounts are accurate.)

Type of Expense	Description of the Expense	Amount Requested Local Currency	Amount Requested US Dollar	Amount Cost-shared Local Currency	Amount Cost-shared US Dollar
Materials					
Travel Cost					
Honoraria (non-alumni)					
Meals					
Communications					
Space Rentals					
Other (Please explain)					

TOTAL COST :

Note: The mentioned fields are not necessary to fill in. You may add other fields which fit to your project the best.

18. Budget Narrative
(Please justify need for major items. Use extra sheets if necessary.)

_____

_____

Applications are free of charge and may be duplicated.
Application Deadline: August 5, at 5PM
(The deadline cannot be extended)

D. OTHER INFORMATION

List of projects implemented by the applicant during last ten years through different Alumni grants

#	Name of the Project	Donor Organization	Project Amount	Project Timeframe

E. SUPPORTING DOCUMENTS

Applicants must provide the following supporting materials:
- CVs of USG alumni
- Support letter from institutions/individuals providing in-kind donations for the project
- Detailed agendas for any proposed workshops, conferences, trainings, or other events.

F. SUBMISSION GUIDELINES:

- Applications must be emailed to Gunel Asgarova at sumgayit.edu.center@gmail.com no later than **5PM on August 5, 2013.** When emailing applications, **please send all attachments in one email message** and include your last name in the subject line of the email.

Applications are free of charge and may be duplicated.
Application Deadline: August 5, at 5PM
(The deadline cannot be extended)